

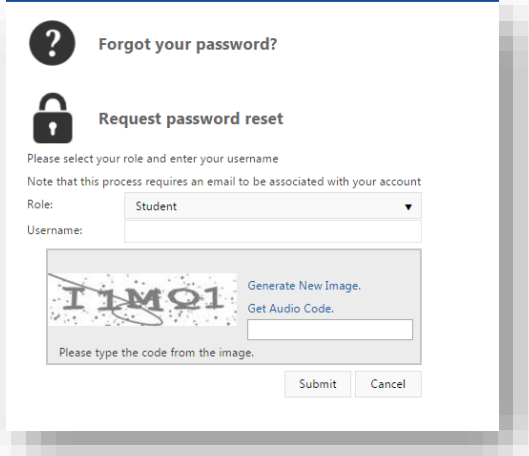
Agency Supervisor Evaluation Instructions

Starting Sonia

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Signing In & Setting Your Password

1. Navigate to the Sonia Online homepage for MSU Denver at the following link:
<https://metro.sonialive.com>.
2. Enter your Username, (the email address that you/and or the student supplied to the Field Office).
3. **To set up your password for the first time**, click on “Forgot Password?”. You will be asked to submit a request for a password reset.



The screenshot shows a web form titled "Forgot your password?". Below the title is a sub-header "Request password reset" with a lock icon. The form instructs the user to "Please select your role and enter your username" and includes a note: "Note that this process requires an email to be associated with your account". There are two input fields: "Role:" with a dropdown menu currently showing "Student", and "Username:". Below these fields is a CAPTCHA image showing the word "TIMQ1" with a "Generate New Image" link. To the right of the CAPTCHA is a "Get Audio Code" link and an empty input field. Below the CAPTCHA is the instruction "Please type the code from the image." and two buttons: "Submit" and "Cancel".

An email will be sent to your email address with a link to set your password. *Note: Check your spam/junk mail folder if you do not see the message in your inbox.*

Once you have set your password, you will be directed to the home page to login.

Ensure the 'Role' on the left side of the page is set to 'Site'. Use your email address and the password you just created, and click 'Sign In'.

If you have any trouble accessing your Sonia account, please contact
field@msudenver.edu for assistance.



1. Accessing the Evaluation

- Students will complete their portion of the evaluation and submit the form to their supervisor(s) for review.
- Both Field Instructor and Task Supervisor (if applicable) will receive a notification via email that contains a link to take them directly to the Evaluation.

Dear JaneContact,

A student from MSU Denver's Social Work program has initiated a form for you to complete.

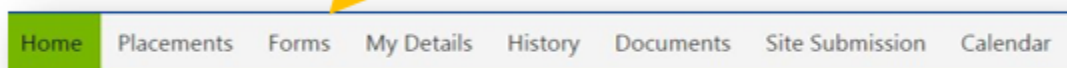
Janet 1BSSW for BSSW Learning Agreement and Evaluation - Fall 2019-20 needs to be completed [Edit Form](#).

If you have any questions on how to complete the form, please contact field@msudenver.edu.

Office of Field Education | Social Work Department
Metropolitan State University of Denver
Campus Box 70, P.O. Box 173362, Denver, CO 80217-3362
303-615-1655 | Fax 720-778-5689
www.msudenver.edu/socialwork



- Supervisors can also access the Field Evaluation to review and/or make suggested edits through their own Sonia account.
 - To review the Field Evaluation in Sonia, click on the "Forms" tab at the top of the page.



- The supervisor(s) will see a list of student forms. Use the search boxes at the top of the list to sort to the "Learning Agreement and Evaluation – **Current year**". You can also use the filter to find the correct student by name.
- Click on the file icon to the right of the form to open the form.

Form Name	Category	Placement Group	Site	First Name	Last Name	Date Updated ▾	Due Date	Completed (Mine)	Completed (All)	
Form Name	Cate	Placement Grou	Site	First I	Last Narr			Compl	Compl	
BSSW Learning Agreement and Evaluation - Fall 2019-20		2019-20_BSSW	123 Fake Electric Company	Janet	1BSSW	8/24/2019 9:49 PM		0 of 1	1 of 4	

2. Completing the agency portion of the Field Evaluation

- a. The guidelines for completing the supervisor portion of the evaluation are outlined in the far right, **green** column in the instructions table on the form.

Instructions for completing this form:



Learning Agreement Instructions - * To be completed September 2019	Fall Student Self Evaluation Instructions - To be Completed November - December 2019	Fall Field Instructor and Task Supervisor (if applicable) Evaluation Instructions - To be Completed November - December 2019
Student: At the beginning of the semester, enter your learning activities for each competency, according to the guidelines below. Click the <u>SAVE DRAFT</u> button at the bottom of the form periodically to save your work.	Student: The student rates themselves on all practice behaviors within each of the nine competencies in the blue sections of this form. Click the <u>SAVE DRAFT</u> button at the bottom of the form periodically to save your work.	Field Instructor and Task Supervisor (if applicable): At the end of the semester, supervisor(s) will use the green column in each table to rate the intern on each of the practice behaviors under the 9 Competencies and related Behaviors established by the Council on Social

- b. Agency supervisor(s) will rate the student's performance on all practice behaviors associated with the nine social work competencies set forth by the Council on Social Work Education (CSWE).
- c. If there is more than one supervisor working with a student (e.g. student has both a Field Instructor and Task Supervisor), supervisors will work together or take turns to review the student's progress on each of the competency's practice behaviors.
 - i. **NOTE: Please do not submit the form until both supervisors have had a chance to review the form.** Supervisors can continue to use the save button at the bottom of the form until after the evaluation conference with the student.

Competency 2 Ratings

PB	Description	Student Rating	Field Instructor and/or Task Supervisor Rating
2.1	Demonstrates understanding of intersectionality and its impact upon experiences of oppression and privilege	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
2.2	Utilizes conscious use of self to monitor biases, power and privilege that may impact client interactions	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input type="radio"/> ME <input checked="" type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
2.3	Works effectively with diverse populations	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *
2.4	Demonstrates awareness of the impact of personal biases and values on professional practice; demonstrates personal awareness related to power and privilege, ethnicity, race, gender identity and expression, immigration status, political ideology, religion, sex, age, ableism and sexual orientation	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *	<input checked="" type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO *

- d. If a supervisor gives a rating of Does Not Meet Expectation (DE) or No Opportunity (NO), they must provide a comment in the comment section beneath each of the competency practice behaviors.

Competency 2: Fall Student Evaluation Comments (To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button next to Student 1st Submit.)	Competency 2: Field Instructor and/or Task Supervisor Comments (Optional unless there is a DE or NO rating) To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button next to Supervisor Evaluation Submit.
	

- e. **NOTE:** Supervisors should use the Learning Agreement sections listed above the ratings as a guideline for rating their student's progress in field.

3. The Field Evaluation Conference

- After **both** the Field Instructor and the Task Supervisor (if applicable) have reviewed and approved of the student's evaluation, the student and their supervisors will meet for an evaluation conference to discuss the results.
- Supervisors will finalize their ratings for the student's evaluation and check off that they are ready to submit the form.

The Supervisor(s) have met with the student to discuss the results of the evaluation and are ready to finalize their ratings for the students performance during the semester.

NOTE: You will not be able to edit the form after you have clicked on the *Supervisor(s) Evaluation Submit* button below.



4. Submitting the Field Evaluation

- Supervisor(s) can click on the "Supervisor Evaluation Submit" button to finalize their portion of the evaluation. This automatically sends a notification to the student to finalize their evaluation.
- We strongly recommend that supervisors wait until after the Evaluation Conference to click on the Super Evaluation Submit button in case they would like to make any changes prior to finalizing their ratings.**

Field Instructor and/or Task Supervisor: Click the "Supervisor Evaluation Submit" button below to send this form to the student for review. The form will show as 2 out of 4 steps completed once you submit.

Save Draft

Supervisor Evaluation Submit

NOTE: If you have any questions or concerns about the student's performance, please contact the student's Faculty Field Liaison (FFL). If you have any questions or concerns about the Field Evaluation form, please contact field@msudenver.edu.